King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 7 **Resident Services**	
7.08.001 – Persons with Limited English Proficiency	Approved By:	Director Allen Nance
	Effective Date:	December 24, 2025
	Reviewed By:	PRC, ADA Coordinator
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Purpose
To give individuals with limited English proficiency (LEP) an equal opportunity to access programs, services and activities provided by DAJD.

Policy
The Department will make reasonable efforts to provide prompt interpretation and translation services to individuals with LEP seeking or receiving services from the Department.

References
King County Policies: King County Code 2.15
Executive Order INF 14-2 (AEO) Written Language Translation Process Manual
Written Language Translation Process (Rev. 2010)
Department Forms: Officer's Report (F-627)

Definitions
Person in Custody: For the purposes of this policy, Person in Custody means the following LEP persons: 1) detained residents and youth, and 2) CCD clients or youths in Alternatives to Secure Detention (ASD) while they interact with DAJD staff.
Visitor: For the purposes of this policy, Visitor means any LEP member of the public accessing DAJD programs, services and activities.
Limited English Proficient (LEP): A person who does not speak English as the person's primary language and who has a limited ability to read, speak, write, or understand English. LEP does not include a person who must be provided sign language interpretation services or other auxiliary aids or services due to a disability under policy 6.01.012 - Accommodating People with Disabilities.
Vital Documents: Materials that provide essential information for accessing basic county services and benefits and for which serious consequences would result if the information were not provided.
Public Communication Materials: Materials that are intended for broad distribution to inform or educate people served by King County. For the purpose of translation, Public

Communication Materials refers only to printed media such as brochures, posters, booklets, pamphlets, billboards, and advertisements in printed publications.
Interpretation: The act of listening to communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.
Translation: The transfer of written communication from one language to another while preserving the intent and essential meaning of the original text.

A. General Guidelines

1. The Department will make reasonable efforts to ensure that Persons in Custody and Visitors do not have to wait unreasonably longer to access programs or services via interpretation services than persons who are not LEP.
2. The Department will make reasonable efforts to ensure that translation or interpretation services are promptly provided when Persons in Custody or Visitors need to access vital documents and/or public communication materials.
3. DAJD shall ensure that Persons in Custody and Visitors are notified they can request and access translation/interpretation services; reasonable accommodations will be provided as necessary for persons with disabilities who need to make such a request.
4. DAJD will attempt to provide multiple avenues by which Persons in Custody and Visitors can seek translation and interpretation services.
5. Translation/interpretation services shall only be provided through methods and devices approved by DAJD, which may vary depending on the circumstances necessitating the services.
    a. For translation/interpretation services, the preferred first option is use of an in-person, remote interpreter, or materials previously translated through those means.
6. Each division shall make sure staff, contractors, volunteers and service providers are made aware of Persons in Custody who need translation/interpretation services to ensure consistent care.
7. Requests for translation/interpretation services during disciplinary hearings, departmental investigations and medical services shall be documented, to include whether translation/interpretation services were provided.
8. All staff shall:
    a. Receive training about how to provide translation/interpretation services to Persons in Custody and Visitors and have ongoing access to related policies and procedures.
    b. Notify the sergeant/supervisor where a Person in Custody is housed whenever the person asserts a LEP status that does not match their recorded LEP status; JMS shall be updated accordingly.
    c. Make sure that interruption in access to translation or interpretation services is minimized by forwarding an Officer's Report (F-627) or an equivalent notification through the chain of command before the end of shift, whenever the staff member recognizes that:
        1) There is a newly disclosed need for interpretation/translation services.
        2) An interpretation service is disrupted due to a maintenance or supply issue.
        3) The interpretation services provided to the Person in Custody appears inconsistent with the person's documented status in the Jail Management System (JMS).

9. All persons providing translation/interpretation services shall:
    a. Use translation/interpretation services and devices in accordance with county and department policies.
    b. Secure translation/interpretation devices when not in use.
    c. Allow DAJD contractors and volunteers supervised use of approved translation/interpretation devices for delivery of contracted services and subject to reasonable efforts.
    d. Not allow Persons in Custody to have control of any translation/interpretation devices.
    e. Request necessary exceptions to 11 b-d from the Division Director/Facility Major.
10. Translation/interpretation services may be delayed when imminent safety and security concerns arise and providing such services promptly would not be reasonable. The services shall be provided as soon as the concerns no longer exist. Such delays shall be documented.
11. Translation/interpretation services shall not be denied or removed absent a request from the Person in Custody or Visitor, imminent safety and security concerns or an assessment that the request requires more than reasonable efforts.
    a. Denial and removal due to safety or security concerns shall be approved by a Sergeant, Supervisor or above.
    b. Denial and removal due to a request requiring more than reasonable effort shall be approved by the Sergeant, Supervisor or above.
    c. If translation/interpretation services are ever denied or removed from a Person in Custody, the Sergeant, Supervisor or above will be immediately notified and will be responsible for reviewing and restoring or modifying their access as soon as it is safe and reasonably possible to do so.
    d. Any denial or removal of translation/interpretation services shall be documented in JMS.
    e. Sergeants/Supervisors are responsible for ensuring that LEP services are provided in accordance with this policy.
12. Booking officers and Arrivals, Releases and Visitation (ARV) officers will:
    a. Keep a language identification tool at pre-book to assist with language identification.
    b. At the Adult Divisions, the pre-book officers will screen Persons in Custody using a department approved deferral screening form and ensure that arresting/transporting officer's observation of limited English proficiency is noted, if present.
    c. Document in JMS if the Person in Custody asserts a LEP status and the need for interpretation/translation services.
    d. Enter the Person in Custody's LEP status into JMS at the time of booking or whenever the need is first identified.
13. Classification Staff or Restorative Justice Coordinators will:
    a. Review requests to change translation/interpretation needs or the services that are approved.
    b. Confirm with the Person in Custody that their needs have changed and their LEP status needs to be updated.
14. The Sergeant responsible for ITR or the Supervisor responsible for the ARV shall:
    a. Ensure that translation/interpretation devices have been approved and provided without unreasonable delay, to include that the video relay service (VRS) has been

activated in the contracted telephone providers system.

15. The Personal Recognizance Investigators shall document and notify the appropriate courts of a Person in Custody's need for translation/interpretation services.